

## SICK-LEAVE REIMBURSEMENT FOR FACULTY RETIRING

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### **TO BE COMPLETED BY COLLEGE OFFICE:**

Name: \_\_\_\_\_ BGSU Employee ID Number: \_\_\_\_\_

College: \_\_\_\_\_ Academic Unit: \_\_\_\_\_ Dept#: \_\_\_\_\_

Date of Hire: \_\_\_\_\_ Years of State Service at BGSU: \_\_\_\_\_  
(month, day, year) (include other State service or political subdivisions if less than 10 years at BGSU)

Retirement Effective Date: \_\_\_\_\_ Sick-Leave Balance at Retirement \_\_\_\_\_ Days  
(month, day, year)

**Sick-Leave Reimbursement Policy:** Upon retiring from active service (as defined by the retirement plan selected) with the university after ten (10) or more years of service with the State or any of its political subdivisions, a Bargaining Unit Faculty Member may elect to be paid for one-fourth (1/4) of his/her accrued but unused sick leave balance up to a maximum of 30 days (240 hours). This payment will be based upon the Bargaining Unit Faculty Member's rate of pay at the time of retirement (CBA, Article 21, Section VIII.7).

**Salary:** \_\_\_\_\_ **9-month** (9-month faculty: Divide salary by 198 and multiply by one-fourth the days of accrued sick leave. Maximum payment is 30 days)  
**Reimbursement:** \_\_\_\_\_ **12-month** (12-month faculty: Divide salary by 260 days and multiply by one-fourth the days of accrued sick leave. Maximum payment is 30 days)

I hereby certify that the above named faculty member has accrued the minimum balances of state service and unused sick leave to be eligible for reimbursement under Bowling Green State University policy for retiring faculty.

Approved by: \_\_\_\_\_  
Signature of Dean or authorized designee Date

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### **TO BE COMPLETED BY RETIRING FACULTY MEMBER:**

**Reimbursement Options:** The college office will submit verification of the days accumulated prior to retirement from Bowling Green State University. The options for reimbursement offered by the University are listed below. Please check your preferred option.

\_\_\_\_\_ Lump sum payment (minus taxes) at first pay date following last pay date of contract.

\_\_\_\_\_ Defer compensation by enrolling in a 403(b) or a 457 plan. To enroll or update deduction amounts for the 403(b) you will use the Retirement@Work website. (Website information is located on the Office of Human Resources website under Retirement.) To enroll or update deduction amounts for the 457 you will contact Ohio Deferred Compensation at 1-877-644-6457.

I hereby certify that the above information accurately represents my current sick-leave balance and preferred option for reimbursement. I understand that according to section 124.39 of the Ohio Revised Code, payment for unused sick leave upon retirement will eliminate all sick leave credit accrued at that time. According to the collective bargaining agreement effective May 1, 2013, a retirement cash payout for sick leave shall be made only once to any Bargaining Unit Faculty Member. A Bargaining Unit Faculty Member who becomes employed with the University after retirement from another state agency may accrue and use sick leave while working for the University, however, will not receive a cash payout for unused sick leave at the time of any subsequent separation of service.

\_\_\_\_\_  
Signature of faculty member Date

Please send original to the Office of the Provost